



managed by Brookhaven Science Associates
for the U.S. Department of Energy

National Synchrotron Light Source
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nslsuser@bnl.gov

nslsweb.nsls.bnl.gov

User Check-In Sheet

- ☐ ☐ **[BNL REGISTRY]** Register online in BNL's Guest Information System
Temporary Guest No. GR_____ Permanent Guest No. _____
- ☐ ☐ **[NSLS REGISTRY]** ☐ at User Admin: Register in NSLS guest database
☐ at Control Room: fill in NSLS User Registration Form
- ☐ ☐ **[SAFETY MODULE]** Take NSLS ESH Orientation Module. Stop Work Training included.
(LS-ESH-ORIENTATION). After submitting form, print test results.
- ☐ ☐ **[RAD MODULE]** Take NSLS Radiological Access Module (LS-RAD-FACILITY) **OR**
☐ ☐ **[GERT CHALLENGE]** Read BNL GERT Study Guide & Take BNL GERT Challenge Exam
(HP-RWT001). After submitting form, print test results.

Note: The NSLS Radiological Access module is not transferable to other BNL departments. If you will be onsite for more than 60 days in one year **OR** you need access to other departments requiring radiological training, you must take the BNL General Employee Radiological Training (GERT).

Proceed to NSLS User Administration (evenings & weekends, see the Operations Coordinator)

Radiation Area Access

- ☒ ☐ Get GERT or NSLS Radiation Access certification card
☒ ☐ Sign Radiation (TLD) badge sign-out form
☒ ☐ Get Radiation (TLD) badge

User Agreements and Certifications

- ☒ ☐ Sign User Agreement (or supplement)
☒ ☐ Sign User Certification

Foreign Nationals

- ☒ ☐ Present original Passport if you are a foreign national (to be photocopied)

Temporary Access Card

- ☒ ☐ Fill out (temporary/orange) Key Card Access Sign-Out Form (if needed)
☒ ☐ Get (temporary/orange) Key Card (if needed)

Gate Pass (only at User Administration)

- ☒ ☐ Get gate pass, if needed

BNL ID Badge (If you checked in at the Control Room, go to User Admin. on the next weekday)

- ☒ ☐ Sign Identification Card/Security Badge Application
☒ ☐ Have BNL ID photo taken
☒ ☐ Pick up BNL ID Badge at 4 p.m. (same or next working day). Return temporary key cards.

Proceed to the Beamline for Experiment Safety Instructions:

- ☒ ☐ Complete Beamline Operations Safety Awareness (BLOSA) training.
☒ ☐ Make sure you are listed as an experimenter on the Safety Approval Form (SAF).
☒ ☐ Take any other training as required on your SAF.
☒ ☐ Have Chemical Management personnel barcode any chemicals as required on the SAF.

Tag and Label Your Property

- ☒ ☐ Property owned by you or your institution must be properly labeled and tagged while onsite and at the time of removal to an offsite location. Tags can be obtained from the Stock Room.



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User Check-Out Sheet

Below is a checklist to be completed before leaving BNL. Please allow yourself a sufficient amount of time to complete these tasks.

Chemicals & Hazardous Materials

- ☐ Check your Safety Approval Form for notations by the Experimental Review Coordinator.
- ☐ Refer to the Chemical Wastes section of the ESH Guide at the following URL:
<http://www.nsls.bnl.gov/newsroom/publications/manuals/eshguide/>
- ☐ Remove any chemicals you own from the NSLS or label/barcode and store properly.
- ☐ Take any hazardous wastes to the Hazardous Waste Collection Area and complete any required paperwork.
- ☐ If you are leaving permanently, contact the Chemical Management personnel to transfer all your barcoded chemicals to another individual.

Lab Space Housekeeping

- ☐ Check that all assigned lab space is clean and safe.

Experimental Close-Out

- ☐ Complete the Experiment Close-Out Form, which is attached to the Safety Approval Form posted at the beamline.
- ☐ Notify an OP CO to close out your experiment. He/she will remove your Safety Approval Form and the Experiment Close-Out Form.
- ☐ Complete an End-of-Run Form at the following URL:
http://www.nsls.bnl.gov/users/procedures/end_of_run/end-of-run.asp

Removal of your Property

- ☐ Tag and label property owned by you or your institution that you plan to remove to an offsite location.
- ☐ BNL Shipping & Receiving Department must be involved in all items leaving the site. Detailed instructions in preparing the necessary shipping memo can be found at URL:
<http://nslsweb.nsls.bnl.gov/nsls/org/Budget/ShippingMemo.htm>

Return BNL Property

- ☐ Radiation Badge:
 - Temporary/TEMP (signed out each month) Radiation Badges: If you will return before the end of the month, put your badge in a TEMP slot at one of the badge boards for re-use. If you are not going to return before the end of the month, put your badge in one of the "Returned Badge" containers located at each badge board.
 - Permanent Radiation Badges: If you are leaving permanently or will return infrequently, see the Chris Weilandics) to cancel your permanent badge. If you will be returning frequently, place the badge into its numbered slot on your badge board.
- ☐ Return any (temporary/orange) Key Cards to the Control Room or to User Administration.
- ☐ Return Library books to the appropriate library.
- ☐ Return housing keys to the Housing Office or BNL Police if Housing is closed.
- ☐ Return ID cards for medical insurance (issued by BNL) to User Administration.
- ☐ If you are leaving permanently, return your ID badge to User Administration.

Close Out Accounts

- ☐ Email and BNL Domain Accounts: Notify ITD (X4444, passwordoffice@bnl.gov) to close out email and BNL Domain Accounts.
- ☐ IP Addresses: Notify Cheo Teng (X5028, teng@bnl.gov) to inactivate assigned IP addresses. Notification is not required if you were using DHCP to connect to the network.